Job Description for student W/E at The Art Yard

Midland Film And Art (MFAA) is a constituted group based at The Art Yard (TAY) gallery and studios on the A4100, Upper High Street, Cradley Heath, B64 5HX. Collectively our volunteers have a wide range of specialist art knowledge and experiences, which they offer to share with students.

TAY is a community-based art space where people visit to; view exhibitions, participate in art sessions, commission work, obtain evaluations, get feed-back on their art, showcase work, purchase and sell work**,** or simply to chat and to pass time.

What are the responsibilities of a student curator at The Art Yard?

As a student curator you will report to the delegated MFAA work experience liaison administrator and be part of TAY team with responsibility for assisting in the management of the art gallery and studios. Responsibilities include activities inside and outside of TAY that would benefit student learning, such as; public relations, marketing, fundraising, hanging exhibitions, sales, promotions, participating in education programmes, social media and administration.

The student's most important goal will be to learn more about the exhibiting artists and their work in order to be able to speak about displayed art from an informed position to customers, visitors and other artists.

Student curators must agree and be able to engage fully with all MFAA activities when opportunities arise to broaden their work experience and agree to have their photograph taken for use at the discretion of TAY team.

Job Description (Student Curators)

(a) Work independently and together with TAY team to take charge of the collection of exhibits on display in the gallery and studios.

(b) Participate in assembling, evaluating, pricing, cataloguing, labelling, hanging, presenting and displaying artistic and cultural collections, including crafts and digital media.
(c) Engage fully with artists, customers and visitors to the gallery and studios.

(d) Attend meetings representing MFAA (TAY gallery and studios).

(e) Design, prepare and deliver presentations and posters to promote the activities of MFAA (TAY), including use of social media.

(f) Participate in other MFAA (TAY) activities such as; digital media production, film and audio recording, art critique and feedback sessions, life sessions, portraiture, drawing and studio art sessions, etc.

(g) Negotiate and complete sales, cash handling, book keeping, accepting work for display, and taking payments from and making payments to artists.

(h) Help towards maintaining work place safety; work environment and housekeeping.

Are there other terms and conditions for student placements?

*Please note - student curators will be required to:

(a) Wear appropriate clothing and footwear for the work environment.

(b) Attend on time and work the hours agreed (including Saturday). TAY opening times are published on the website (www.mfaa.co.uk). However, late evening working until 9:00pm is required on private viewing evenings and from time to time on other occasions. MFAA(TAY) team will inform students of changes in advance.

(c) Where the student is unable to attend for any underlying reason on agreed days and times it is the student's responsibility to inform the delegated MFAA(TAY) liaison or another TAY volunteer and, if necessary, their School/College/University.

Employers' Liability

MFAA has insurance renewable on 4th September annually with Intact Insurance through Keegan & Pennykid (Ins Brokers) Ltd, Ref MIDL33CS01.